

North Branch City Council

Work Session

Date of Meeting: February 5, 2015

Present: Councilmembers: Theresa Furman, Kathy Blomquist, Joyce Borchardt, Robert Canada, and Kirsten Hagen-Kennedy.

Also Present: City Administrator Konrad and Finance Director Hill

I. Call To Order

The meeting was called to order at 6:30 p.m.

II. Debt and Cash Flow Review

Hill provided an overview of the City's debt and cash flow position. He reviewed the current debt obligations and reviewed the cash flow plan. He also reviewed the current cash flow for the sewer fund. Konrad noted that the information provided assumed no land sales in ESSBY and is a "worst case" scenario.

III. Conduct and Conflict of Interest Policies

Konrad noted that it was suggested that the City Attorney or League of Minnesota Cities assist with drafting the policies. She asked who Council wanted to work with to draft the Code of Conduct and Conflict of Interest Policies. Furman said she would like to have the City Attorney draft something for Council to review. Blomquist said she did not think that the City Attorney needed to be involved in this matter because it does not involve state statute. Canada said he would be fine with having the City Attorney provide a draft for review. Council consensus was that they would prepare a draft and then have Konrad send it to the City Attorney for review before adoption

IV. Planning Staffing

Konrad discussed planning staffing with Council. At the last work session there was discussion about extending the contract with the County and later in 2015 hiring a full-time Community Development Director position. Konrad noted that the County does have the position in the budget through the end of the year and suggested the City extend the Agreement with Chisago County through the end of the year. Konrad noted that it would cost approximately \$7,000-\$9,400 per month to add the Community Development Director position. She said that it may be possible to fund both the contract position and a newly hired planning/economic development position for a couple of months at the end of the year to allow time for the new person to train with the existing planner. This suggestion, of course, is dependent upon budgets and expenses over the course of the year. Council consensus was to bring forward a contract extension with Chisago County and look at adding the new position later in the year. Work on the job description and time line will be developed during the summer months.

V. Commission Ordinance Amendments

Konrad indicated that the Code for the various Commissions is not consistent and staff would like to look at language that would be universal for all Commissions. She suggested various changes. Blomquist felt that more changes were needed than the ones Konrad had suggested. She provided a list of the recommendations. Council asked for redline versions of the proposed changes for review. Konrad will prepare a redline and bring it back to a future meeting.

Konrad reported that the Chisago County HRA/EDA received a Blandin Community Broadband grant and there is a community meeting on February 25, 2015 to discuss potential projects that the grant funds could be used to implement.

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Motion by Furman, seconded by Borchardt to adjourn.

Adjourned at 7:33 p.m.

Respectfully submitted,

Bridgitte Konrad, City Administrator
jrI/TOSS